

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

March 6, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy (until 6:30 pm), David Pfeiffer (Chair), Nick Zavos (6:07 pm)

Commissioners Absent: None

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Roll Call

The meeting was called to order at 6:01 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. **Minutes of the February 6, 2023, Executive Committee Meeting (*actionable item*)**

Ms. Murphy moved for approval of the Minutes of the February 6, 2023, Executive Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote.

4. **CARPC Policy for Provision of Mobile Phones and Cellular Service Plans to Employees (*actionable item*)**

Mr. McKeever moved for approval of the CARPC Policy for Provision of Mobile Phones and Cellular Service Plans to Employees; Ms. Crombie seconded. The motion passed on a voice vote.

Questions were raised about who would own equipment purchases, what misuse of the equipment might look like, and the documentation required for reimbursement. Mr. Rupiper stated that the Agency would own any equipment purchased by the Agency under this policy, an example of unauthorized use would be calls made to a foreign country and that employees would submit a copy of their phone bill to receive reimbursement.

5. **Authorize the Deputy Agency Director to Execute an Agreement with SmithGroup for Short Term Environmental Engineering Consulting Services (*actionable item*)**

Mr. Hampton moved to Authorize the Deputy Agency Director to Execute and Agreement with SmithGroup for Short Term Environmental Engineering Consulting Services; Mr. Zavos seconded. The motion passed on a voice vote.

6. **Authorize the Agency Director to Execute an Agreement with Alison Lebwohl for Strategic Planning Services (*actionable item*)**

Ms. Murphy moved to Authorize the Agency Director to Execute an Agreement with Alison Lebwohl for Strategic Planning Services; Ms. Crombie seconded. The motion passed on a voice vote.

7. Authorize the Deputy Agency Director to Execute an Agreement to Provide Lake Management Planning Services to the Lake Waubesa Conservation Association (*actionable item*)

Mr. McKeever moved to Authorize the Deputy Agency Director to Execute an Agreement to Provide Lake Management Planning Services to the Lake Waubesa Conservation Association; Mr. Zavos seconded. The motion passed on a voice vote.

8. CARPC Telecommute Policies

Mr. Steinhoff noted that this item was requested by an Executive Committee member. Currently CARPC does not have a telecommute policy. All employees work remote part or full-time. Reduced use of office space has allowed workers previously located in a shared open area to access CARPC's private offices that are not otherwise in use. Less intensive use of the office adds flexibility for staff growth. Moving is not an option until the lease expires in 2028. More remote work reduces opportunities for face-to-face interactions. To counter that, staff hold regular in-person meetings and social gatherings. CARPC generally follows Dane County personnel policies, and the County has a telecommute policy that includes a telecommute agreement between the employee and the County, which was included in the meeting packet.

Discussion ensued. There are no plans to require staff to work a minimum number of days per week in the office. Remote work is increasingly expected by employees and would be a factor in recruitment during a tight labor market. Committee members agreed that CARPC should have a formal telecommute policy. Staff will prepare a draft.

9. January 2023, Financial Statements and the February 2023, Operating Account Reconciliation (*actionable item*)

Mr. McKeever moved for approval of the January 2023, Financial Statements and the February 2023 Operating Account Reconciliation; Mr. Hampton seconded. The motion passed on a voice vote.

A question was asked about the rent payment and whether we are paying for more space than we need. The Agency has a 10-year sublease with the City of Madison and pays for 45% of the office space. However, in these inflationary times, there is only a 2% acceleration per year in the lease.

Mr. Steinhoff also stated that the January statements are not a good reflection of the annual activity since projects run throughout the year. A good comparison of actuals to the budget isn't available until after mid-year. Ms. Smith also provided a brief explanation of the Agency's cash flows throughout the year.

10. Future Agenda Items (next meeting is April 10, 2023, via Zoom Meeting at 6:00 pm)

- To have a telecommuting policy available for further discussion and / or approval

11. Adjournment

Mr. Hampton moved for adjournment; Ms. Crombie seconded. The meeting adjourned at 6:42 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary